

# Car Rental Cost Comparison

*Customer Focused, Performance driven*

- A) COST COMPARISON FORM MUST BE ATTACHED TO TRAVEL ADVANCE REQUEST WHEN REQUESTING A RENTAL VEHICLE TRAVEL ADVANCE**  
**B) COST COMPARISON MUST BE ATTACHED TO TRAVEL EXPENSE STATEMENT FOR ALL DAYS ON WHICH 75 BUSINESS MILES OR MORE ARE TRAVELED.**  
**C) COST COMPARISON MUST BE COMPLETED BEFORE RENTING A VEHICLE.**

Select pick up location for cost comparison purposes: **ALWAYS SELECT ENTERPRISE(IN-STATE) UNTIL**

1. **FURTHER NOTICE**

**ANY OTHER CHOICE WILL RESULTS IN THIS BEING PAID OUT OF POCKET AND WILL BE REIMBURSED VIA YOUR TRAVEL STATEMENT.**

☐ **Hertz Capitol Hill** Location \*\*\*\* ☒ Enterprise (In-state) ☐ Hertz (In-State) ☐ Compare all locations

2. Enter the number of miles:

**Business miles** you plan to drive:

**INCLUDE MILES BASED ON A COMPUTER GENERATED MAP PROGRAM. INCLUDE 30 MILES PER DAY FOR COMMUTING TO AN FROM YOUR TRAINING/CONFERENCE, MEALS, ETC. AS BUSINESS MILES**

Miles you commute daily (round trip):  **WHEN LEAVING FROM AND RETURNING TO OFFICE, ALWAYS "0". MUST ENTER A VALUE IN FIELD IN ORDER TO COMPLETE CALCULATION. INLCUDE THE MILES THAT YOU WOULD DRIVE TO PICK UP AND RETURN THE RENTAL VEHICLE, AS THIS IS AN ADDITIONAL COST TO DFCS.**

3. Enter the number of days (24 hour period) for which you plan to rent the vehicle:

or ½ Day Rental ☐

**EXAMPLE: FROM 5:30 PM TO 5:30 PM THE NEXT DAY CONSTITUTES 1 DAY. If you have to pick up the vehicle on Friday or Saturday due to an early morning departure on Monday, count all days the vehicle is in your possession to determine number of days vehicle will be needed**

4. Do you have access to a vehicle provided by your organization? \*\*\* **ALWAYS SELECT "NO", EVEN IF DFCS OFFICE HAS AGENCY MONTHLY RENTAL(S) FOR USE.**

☐ Yes ☒ No

5. Select up to two types of vehicles for comparison by clicking on the pictures below: **ALWAYS SELECT COMPACT FOR COMPARISON PURPOSES.**



**Compact**



**Mid-Size**



**Full Size**



**Mini-Van**

**THESE INSTRUCTIONS ARE FOR DFCS PERSONNEL PAID BY REGIONAL ACOCUNTING.**